



Job Posting for a Business Development Professional for the Central Texas Region ABOUT JOB #20190321:

FLSA Status	Exempt
Department(s)	Central Texas Region – Office Located in San Antonio, Texas
Reports to	Regional Vice President
Salary	\$60,000.00 to Commensurate with experience

AG|CM, Inc. is an energetic and highly professional construction management firm with offices in Corpus Christi, San Antonio, Houston, and Austin. We represent owners in all types of construction including public and private; institutional, commercial, governmental, and industrial. We are looking for talented and highly motivated individuals who want a challenging and rewarding career with a tremendous potential for growth. We are extremely proud of our professional staff, who all work very closely together. We foster a family atmosphere with various company gatherings year round. To learn more about the company please visit our website at www.agcm.com.

JOB SUMMARY:

The primary role of the Business Development professional is to identify opportunities, build strategic relationships, and secure profitable work for the firm.

The Business Development professional is responsible for creating the business development strategy for an assigned region or as otherwise directed. Is responsible for the execution of the strategy to build a pipeline of new business for AG|CM. A thorough understanding of the services offered is required. Must be able to communicate the value of those services to potential clients and team partners. Represents AG|CM in a positive and professional manner while being involved in various civic and professional organizations.

Participates in creation of responses to RFPs/RFQs/SOQs, including writing and designing proposals using existing or new collateral and content customized for each client. Maintaining and refreshing an electronic library of proposal writing elements including pictures, graphics, and other elements needed. Working with AG|CM staff when a team approach will be needed to complete the proposal. Finalize proposal with Regional Vice President prior to presentation or dissemination outside of AG|CM.

May supervise and/or mentor junior level business development/marketing/proposal writing personnel and/or consultants.

MINIMUM QUALIFICATIONS:

- 3 to 5 years of substantial, broad, and demonstrated business experience in Business Development and/or Account Management
- Demonstrated ability to successfully expand new business and grow existing business within markets
- Engaging and highly effective interpersonal, communication and presentation skills that cultivate and grow lasting business relationships, both internally and externally
- Maintain AG|CM presence on social media platforms as Executive Management directs new company information that is available for public release
- Highly collaborative leadership style with the ability to respond quickly and effectively to ever-changing situations.
- Ability to coach, mentor, and lead a diverse staff to deliver “best-in-class” services to our clients
- Exhibit strong business acumen, skills, maturity, and the ability to work effectively with others
- Highly developed organizational and planning skills, time management skills, and written/oral communication skills
- Have a positive outlook, be motivated, and with strong initiative
- Work autonomously and be self-driven
- Work after-hours, and on week-ends as required
- Must have a dependable vehicle and be able to travel, such as to prospects, clients, job sites, and conferences

EDUCATION:

- High School diploma or equivalent

LICENSES/CERTIFICATIONS:

- Current Texas Driver’s license and a satisfactory driving record

PHYSICAL ABILITIES AND REQUIREMENTS:

The physical activity of this position:

PHYSICAL REQUIREMENTS:

Reaching. Extending hand(s) and arm(s) in any direction.

Standing. Particularly for sustained periods of time.

Walking. Moving about on foot to accomplish tasks.

Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.

Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

Kneeling. Bending legs at knee to come to a rest on knee or knees.

Crouching. Bending the body downward and forward by bending leg and spine.

Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

Grasping. Applying pressure to an object with the fingers and palm.

Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position:

Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

The visual acuity requirements include color, depth perception, and field vision. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. The worker is required to have visual acuity to operate motor vehicles.

The conditions the worker will be subject to in this position:

The worker is subject to both environmental conditions. Activities occur inside and outside.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

It is the policy of AG|CM, Inc. to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation or any other legally protected status.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.